



**Park District of Oak Park  
Committee of the Whole  
Oak Park Conservatory  
615 Garfield Street  
Oak Park, Illinois  
Thursday, April 15, 2010 at 7:30pm**

**Minutes**

The meeting was called to order at 7:46pm.

**I. Roll Call**

**Present:** Commissioners Graves, Valentine, Bracco, Bullock and President Gartland.

**Park District Staff present:** Gary Balling, Executive Director; Karin Schindel, Superintendent of Business Operations; Mike Grandy, Superintendent Buildings and Grounds; Matt Ellmann, Superintendent Recreation; Neil Adams, Project Manager; April Armer, Assistant Superintendent Recreational Programs; Henrietta Yardley, Conservatory Manager; and Karen Gruszka, Executive Assistant.

**Others present:** Beth Burdin, GAC; Sandy Lentz, FOPCON; Sandy Gbur, Executive Director WSSRA; Patrick Dahlstrom, Chair, Art Advisory Committee

**II. Recreation and Facility Program Committee**

**A. Summer Camp Transportation Bid**

April Armer, Asst. Supt. Recreational Department gave the recommendation for the bus transportation service to the Park Board. The majority of bus travel is for summer camps and then smaller trips and activities. The Park District received two bids, the lowest bid received was from Lakeview Bus Lines. Lakeview Bus Lines also did not ask for an increase for the next two consecutive years of the contract. It was pointed out that this bid was even lower than the 2009 bid. The Recreation Department was very happy with this bid and the Board agreed and have high regard for Lakeview Bus Lines. This will be brought before the Board at the Regular Board meeting in the consent agenda.

**B. WSSRA Annual Report – Sandy Gbur, Executive Director**

Sandy Gbur, Executive Director WSSRA, gave an overview of the past year for the Park Board to go along with the snapshot for 2009 they received in the Board Packets. Items Sandy Gbur discussed ranged from: Give Heart Work Smart Foundation's funded graphic design Intern Student for WSSRA; scholarship programs for WSSRA's camps and families; the Lekotek program and that the program has been cut at the state level; Frank Patterson nomination to the National Swim Team; golf based scholarships; and inclusion. They have met their Audit with no significant recommendations and continue to meet the highest recommendation of PDRMA. Sandy finished up with talking about their training, reorganization, meetings, challenges and the share formula.

**C. Agreement with Oak Park Township – Youth Interventionists/Coordinators**

The Agreement was discussed and what a great value it is to the community: their assistance with training, challenges, and their knowledge. It was agreed by the Board that our jobs could not be completed as well without them and their help was instrumental in getting both the youth center and the skateboarding park up and running. This will be brought before the Board at the Regular Board meeting in the regular agenda.

### **III. Buildings and Grounds/Facility Maintenance Committee**

#### **A. Art Advisory Committee – The Pillow**

A letter of Understanding/Agreement was presented to the Park Board for the Pillow at Austin gardens in 2008 which has since ceased. At an Art Advisory Committee (AAC) meeting moving art was discussed which brought about the information that at the Village of Oak Park Board Meeting, they were discussing the possibility of moving the Pillow. That stirred the committee since they all agreed that they wanted to keep that piece. The AAC met with the artist and brought it to the Board. At this point, the AAC is creating a contract with that artist. The Village of Oak Park and 3D are completely out of contracts regarding the Pillow. The Board wanted to thank the AAC and Pomerantz, Haudek, Grossman & Gross firm (Patrick Dahlstrom) for their donations and their support and diligence on this. Long term, the AAC is looking for corporate sponsorships along with ways to raise funds and hopefully get a matching fund from the Trust for future artwork. This will be brought before the Board at the Regular Board meeting in the consent agenda.

#### **B. Scoville Park Update – 2<sup>nd</sup> Community Meeting Wednesday, April 21, 2010**

The Board was brought up-to-date regarding the 2<sup>nd</sup> Community Meeting for Scoville Park. The 1<sup>st</sup> meeting went very well. There was a meeting Monday, April 12 to go over the plans from the 1<sup>st</sup> Community Meeting. The comments from the meeting were read by many and they agreed the community is quite involved. After the 2<sup>nd</sup> Community Meeting, there will be a joint meeting between the Board and the PDCC to show where the plans currently are.

#### **C. Mills Park Fencing Proposals – Altamanu, Inc., Garapolo Maynard Architects**

Part of the Historic Home Structure report was to repair the wrought iron fencing that encompasses all of Mills Park. The Board was told how repairs were made in the past; where the fence was removed and taken to an offsite location. The Park District is looking at the most cost effective and environmentally safe way for these repairs and renovation. Altamanu, Inc. and Garapolo Maynard's proposals were discussed regarding cleaning and the fence openings, which Terra Engineering also gave information on. The Board agreed the fence really needs this work done. This will be brought before the Board at the Regular Board meeting in the Regular agenda.

#### **D. Spring Park Tour Update**

The Board discussed possible dates and checked their calendars. A tentative date of Thursday, May 27, 2010 from 6:00pm - 8:00pm was chosen.

#### **E. Oak Park Conservatory Operating Update**

Henrietta Yardley, Conservatory Manager, reminded the Board that it was the Conservatory's 80<sup>th</sup> year and it had been very successful, which is shown in the 2009 overview in their packets. Large numbers continue to visit the Conservatory (roughly 22,000 in 2009) comprising of visitors, schools and a large demographic of ages. A large thank you goes out to FOPCON for their trained docents which help draw these visitors. The Conservatory is continually working on increasing programming, sales, and generating new ideas. Plant sales and the exchanges are doing very well. The new employees are getting used to their responsibilities and challenges. The Conservatory continues to be out in the Community. There are a lot of projects coming up with the Tropical Room Lead Abatement and the Rubinstein Memorial Garden. Once these large capital improvements are complete the Conservatory will be set for awhile, just

maintenance chores, i.e., exterior painting and boilers replaced. Henrietta explained the need for security to be in all the rooms at the Conservatory. The Board thanked Henrietta for a very informative report and she expressed her thanks for the Board's leadership in terms of the funding for the garden; FOPCON is really excited about the ground breaking!

#### **F. Integrated Pest Management (IPM)**

The Greening Advisory Committee (GAC) developed an Environmental Policy last year and during that process, talks about IPM policy were discussed. The GAC now have completed a more extensive and complete guidelines of how chemicals should be used if they are used in the Park District to make an IPM policy. Most importantly, chemicals would be the very last consideration in our parks; a number of other procedures will be followed first. Only after those procedures have been tried and failed and the problem deemed critical would a chemical be used and then, only those chemicals least toxic which are mentioned in the policy. Four different categories are listed: Category I & II are the most toxic and Category III & IV are the least toxic. Our IPM allows only the use of Category III & IV chemicals. In the future, there are also organic products that could be tried. Discussion took place of the Park District's current practices, locations of possible uses, the benefits of the uses and when it would be applied. The policy states the posting of signs when a chemical would be used with times of re-entry into the area listed along with a phone number for questions. Chemicals would only be applied during off hours and be cordoned off. This will be brought before the Board at the Regular Board meeting in the Regular agenda.

### **IV. Administration and Finance Committee**

#### **A. Community Survey**

In 2003/2004, the Comprehensive Plan had a survey done by Leisure Vision. 800 surveys were provided at that time at a cost of \$18,000. The current survey Leisure Vision will provide covers standard questions to the community along with trying to identify future specific problem areas; Ridgeland Common and gymnastics. A meeting took place with Ron Vine of Leisure Vision and the group agreed upon 1,000 surveys at a cost of \$24,800. A focus group with the staff, Board members, and the PDCC will generate questions during the next couple of months. This will be brought before the Board at the Regular Board meeting in the Regular agenda.

#### **B. IAPD Legislative Day Update – April 27-28, 2010**

Director Balling will be heading down to the IAPD Legislative Day on Thursday, April 28, 2010 to get information on any Grants that the Park District may be able to take advantage of.

#### **C. Park District 98<sup>th</sup> Birthday (April 8, 1912) Update**

The Park District just celebrated its 98<sup>th</sup> birthday. It is nice to be able to remind the community how long the Park District has been around. Gary advised the Board that the 100<sup>th</sup> Anniversary was coming up and wanted them to start thinking about different ways the Park District could celebrate. A brief discussion took place on how this could be funded.

#### **D. Appointment of Board Officers and Committees 2010 Update**

The Board was advised it was time to reconfirm positions. A brief discussion took place between the Board regarding their current positions and if there was any interest in

changing. This will be brought before the Board at the Regular Board meeting in the Regular agenda.

**E. Appointment of FOPCON, Pleasant Home Foundation, Park District Citizen Committee, and the Memorial Trust Representatives**

The Board was advised it was time to reconfirm appointments to the above listed Park District's committees and foundations. A brief discussion took place between the Board regarding their current positions and if there was any interest in changing. This will be brought before the Board at the Regular Board meeting in the Regular agenda.

**F. 2009 Year End Fund Balance Projections**

The Fund Balance increased by \$265,000 to about 28.2%. Fund balance is one indication of the health of an organization; it is where the detail of our finances is shown. Projected net income by all funds except for Cheney Mansion, are expected to perform better than the budget. Corporate and Recreation Funds have exceeded the targeted retention percentage. These funds do not have the same restrictions as some of the special purpose funds, the excess will be moved off to the Capital Projects Funds. There are still a few funds that have a negative fund balance: Cheney Mansion, Debt Fund Service and Revenue Facilities. The Debt Service Fund and Revenue Facility Fund are projected to have a 6<sup>th</sup> consecutive year of improvement and both are expected to have a positive fund balance in the next 3 years. Revenue Facility really had a great year this year despite a poor pool season; they more than doubled their fund balance contribution. Cheney Mansion performed approximately \$18,000 in excess of the budget this year. While this is concerning, it can still be due from lack of rentals during the Infant Welfare Society. Work on programming and special events are in place to increase awareness.

**G. Status of Executive Session Review**

A meeting on Tuesday, April 6, 2010 took place between the Park District of Oak Park's Attorney; the Park District of Oak Park's Park Board Secretary; the Executive Assistant; and the Executive Director to discuss the release of past Executive Session Minutes. The Board was told the minutes that would be released would be brought before the Board at the May Committee of the Whole Meeting.

**V. New Business**

**A. Wenonah Tot Lot**

Wenonah Tot Lot's reopening will take place on Thursday, April 22, 2010 at 6:30pm prior to the Board Meeting. The park looks great!

**B. Joint Village Board Meeting**

Director Balling wanted to confirm with the Board Members who would be attending the meeting. A brief discussion took place about the Park District's upcoming plans which would be relayed during that meeting scheduled for Monday, April 26, 2010 at 7:30pm.

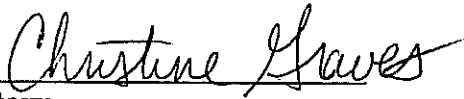
**C. Board Packets** for the upcoming Regular Board Meeting will go out on Monday, April 19, 2010.

**VI. Executive Session**

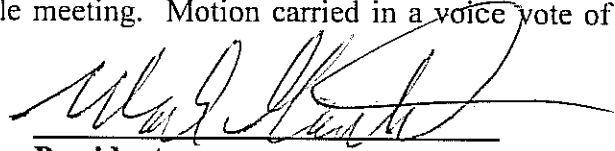
No Executive Session took place.

**VII. Adjournment**

At 10:04pm a motion was made by Commissioner Graves and seconded by Commissioner Valentine to adjourn the Committee of the Whole meeting. Motion carried in a voice vote of 5:0.



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**Secretary**  
**Board of Park Commissioners**



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**President**  
**Board of Park Commissioners**

**May 20, 2010**

Date

**May 20, 2010**